

Village of Forsyth Public Library
Library Commission Meeting Agenda

Wednesday December 12, 2018
1:00 p.m.
Library Program Room

The regular monthly meeting of the Forsyth Public Library Commission is scheduled for Wednesday December 12, 2018 at 1:00 p.m. in the in the Program Room located in the library.

Call to Order

Roll Call

Minutes

Minutes from November 14, 2018

Public comment: Anyone who wishes to address the Library Commission may do so at this time. Please state your name and address, and limit comments to three minutes or less. Relevant printed material and handouts that support your concerns or topic are welcome.

Old Business

New Business

January meeting date

Policy review: Patron Conduct – Library Behavior

Librarian's Report

Circulation, attendance, and library statistics for the month of November

Adjournment

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Library Commission Meeting Minutes

Village of Forsyth Public Library

Wednesday, August 8, 2018

Call to Order

Call to order by Chairman Mary Jo Rowley at 1:07 p.m.

Roll Call

Mary Jo Rowley

Pat Parr

Ken Kirchner

Becky Wayne

Richard Moore

Absent

Julia Livingston

Bernadette Birkholtz

Also Present

Rachel Miller, Library Director

Minutes

Pat Parr moved, Ken Kirchner seconded to approve the September 12, 2018 minutes as submitted. Motion carried. All present voted yea. Committee did not meet October 2018.

Public Comment

None.

Old Business

The Library Director updated the commission on the exterior sign. The Village Administrator informed Director Miller the village may update the village logo. Director Miller talked to the donor and explained circumstances. We will postpone the project until next spring.

New Business

As a requirement for Per Capita Grant the commission viewed The Inclusive Library slide presentation – Providing Excellent Customer Service to Library Patrons with Disabilities. Discussion was held on the library's commitment to serving patrons with challenges.

Librarian's Report

Director Miller presented her written reports for September and October 2018 and noted that both circulation and patron count were again down from last year. A suggestion was made to check with the village on how many people have moved out of Forsyth.

Promotions – Election November 6 brought many people to the library.

Pop Up Library at Hickory Point Christian Village is the first Thursday of the month. The library is building a good rapport with the residents.

Drop in Christmas Ornament Craft will be all day November 28 – December 1.

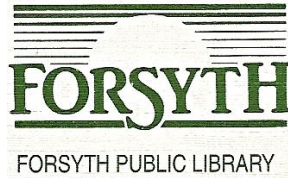
December 18 from 10-7 will be FPL Christmas Open House with refreshments and “make and take” a craft.

Adjournment

Richard Moore moved to adjourn, Pat Parr seconded. Motion passed. Meeting adjourned at 3:00 pm.

Respectfully submitted,

Becky Wayne



**Library Director's Report
Library Commission Meeting
December 12, 2018**

November Library Statistics

- Circulation - NA (November 2017 5,959)
- Attendance - NA (November 2017 3,253)

Library Activities

- The library's Christmas trees are up and displays within the library feature materials for December holidays.
- Thank you to the Public Works crew for their help in decorating the library for the holidays.
- Families were invited to stop by the library on November 28-December 1 to create ornaments for the library's tree and to take home. 40 children and 29 adults participated in the activity.
- The library is hosting a Holiday Open House on Tuesday, December 18 from 10 a.m. – 7 p.m.
- Library events are being planned for during winter break and the first part of 2019.
- Youth Services Librarian Marissa White has started scheduling Tuesday family programs for the 2019 Summer Reading Program. Staff members have been working on beginning details for "It's Showtime at Your Library," the 2019 summer theme.
- The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey, a report required by the Illinois State Library, has been completed and submitted.
- Staff has been especially busy with collection development tasks. Several large orders of books and other materials have been placed in the last month. As these items arrive, they are being added to our Polaris database and being prepared for use. We have also been evaluating existing collections, especially non-fiction.
- We continue the long-term project of collection inventory.
- I attended an Illinois Heartland Library System meeting at Sherman Public Library on November 13.

*Rachel Miller
December 6, 2018*



December 6, 2018

LIBRARY COMMISSION MEETING NOTICE

The Village of Forsyth Library Commission has scheduled a meeting for
Wednesday, December 12, 2018 at 1:00 p.m.

This meeting will be held in the Program Room at the Forsyth Public Library.
The agenda for the said meeting is attached.

If you have any questions, please call the Library at 877-8174.

Library Director
Rachel Miller

cc: Mary Jo Rowley
Bernadette Birkholtz
Ken Kirschner
Pat Parr
Rebecca Wayne
Julia Livingston
Richard Moore
Trustee Kerry Denison
Trustee Bob Gruenewald
Trustee Dave Wendt
Trustee Jim Peck
Trustee Jeremy Shaw
Trustee Kerstin Trachtenberg
Mayor Marilyn Johnson
Village Administrator, David Strohl
Village Clerk, June McCormick
Community and Economic Development Coordinator, Nic Duffle
Village Vision